

# University of Rome “Tor Vergata”

## From zero to hero: Presentation & Microsoft Powerpoint

The goal of this course is to give students the tools to create great presentations and be “insanely great in front of any audience”.

Lesson	Date	Subjects	Room
Unit 01	9/11/2017 3-5 pm	<ul style="list-style-type: none"> <li>The Presentation Secrets of Steve Jobs</li> </ul> How to be Insanely Great in Front of Any Audience - Part 1	<b>P4</b>
Unit 02	16/11/2017 3-5 pm	The Presentation Secrets of Steve Jobs How to be Insanely Great in Front of Any Audience - Part 2	<b>P4</b>
Unit 03	23/11/2017 3-5 pm	<ul style="list-style-type: none"> <li>Explore Microsoft PowerPoint</li> <li>Create the first presentation</li> </ul>	<b>P4</b>
Unit 04	30/11/2017 3-5 pm	<ul style="list-style-type: none"> <li>Work with slides</li> <li>Work in PowerPoint more efficiently</li> </ul>	<b>P4</b>
Unit 05	07/12/2017 3-5 pm	<ul style="list-style-type: none"> <li>Work with slide text</li> <li>Add simple visual enhancements</li> </ul>	<b>P4</b>
Unit 06	14/12/2017 3-5 pm	<ul style="list-style-type: none"> <li>Review session Q&amp;A</li> <li>Exercise</li> </ul>	<b>P4</b>

All lessons will have a practice part so please bring your own computer. Be sure to have installed a program for presentation.

The exam will be taken in computer labs of the University With the program Microsoft Office 2013.

Registrations are open here:

[https://docs.google.com/forms/d/e/1FAIpQLSeCljoKIwbBvXKgAP\\_oqd4V93rawSbDNFtI-yR38Aj5Kjq4LQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSeCljoKIwbBvXKgAP_oqd4V93rawSbDNFtI-yR38Aj5Kjq4LQ/viewform?usp=sf_link) within **November 5**.